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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 11, 1977	1. Agency Address Department of Natural Resources Environmental Protection Div. Land Reclamation Unit PO Box 233 Macon, Georgia 31202	Application Number 77-165	
Application Number		Date Received MAY 25 1977	Date Completed JUL - 6 1977
2. Person to Contact Sanford Darby/Ed Cleghorn		Working Title Program Manager	Telephone Number 912-744-3346
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1968	Latest date	5. Records Series Title (followed by title used in office, if different) -MINED LAND USE PLAN FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Environmental Protection Division of the Department of Natural Resources ensures and provides for the prevention and control of air, water, and other environmental pollution as provided by State and federal laws, rules and regulations in order to protect Georgia's natural environment. The Surface Mined Land Reclamation Program is responsible to administer and enforce the provisions of the Georgia Surface Mining Act of 1968 which includes: examining and passing upon permit applications and Mined Land Use Plans, revoking permits of mining operators who do not carry out their Plans; forfeit bonds or cash of mining operators who refuse to carry out their Plans; and to institute court actions and seek civil penalties in accordance with the Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the submission from each surface mining operator a Mined Land Use Plan which will provide for the reclamation of affected land in a reasonable period of time. Included are: Documents which make up a Mined Land Use Plan including: permits, correspondence, maps, slides, applications for license, trip reports, investigation, inspection, and laboratory reports, memorandums, bonding data, amendments, legal notices, NPDES material, blueprints, location data sheets, newspaper articles, and all other material necessary to document an operator's plan to reclaim affected land. SEE ATTACHED SAMPLE MINED LAND USE PLAN. File is arranged: By number assigned to Plan, 1-538			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 4 _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: 1 year after becoming inactive (see below)

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reference value during inactive period

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify): Place Mined Land Use Plan in inactive file upon completion of reclamation or when plan is superseded; cut off inactive file each fiscal year; hold inactive file in current files area for 1 year; then transfer to State Archives for permanent retention.

Note: Sample sent with this schedule transferred to State Archives 7-6-77. mfk

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. H. Anderson</i>	5-13-77	<i>John H. Anderson</i>	5/11/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	7-5-77
		<i>Carroll Hart</i>	7-1-77
		<i>Carroll Hart</i>	7-5-77